

City of Yukon - Management Pay Plan Deputy Parks & Recreation Director Job Description

Exempt: No
Department: Park & Recreation
Reports To: City Manager
Location: 532 W. Main - Mary Huckaba Building
Date Prepared: December 11, 2013
Date Revised: December 13, 2013

GENERAL DESCRIPTION OF POSITION

This position assists in providing vision and leadership to the department, enhances integration and internal coordination between the department's work groups and helps coordinate and responds to daily operational issues; leads and manages staff in service of the department's mission. Assist the Director in staff and team development and overall learning for improved performance, facilitating work flow, operational decisions, planning and organizational development initiatives. This position helps ensure success of the department and provides leadership in communication of working processes of multiple work groups, other city departments and external partners. You must be a strategic thinker who is capable of seeing the big picture, while simultaneously managing many issues and projects on a day-to-day basis using strong skills in program management and planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Excellent analytical skills including planning, organizing with the ability to think both strategically and creatively.
2. Oversees, supervises and monitors all day-to-day operations.
3. Administers the municipal services of property management, planning and design and community relations;
4. Ability to interact with elected and appointed officials, other government agencies, public and private partners, community leaders and the general public;
5. Comprehensive knowledge of the principle of public administration, communication, special events marketing and development.
6. Confers with Department Management team to track implementation of policies and receive specific recommendations and suggestions.
7. Recommends performance evaluation ratings and disciplinary action.
8. Performs special projects for the Park and Recreation Director as requested.
9. Provides information and demonstrations concerning how to perform certain work task.
10. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress.

11. Attends meetings, conferences, workshops and training sessions.
12. Responds to citizens' questions and comments in a courteous and timely manner.
13. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
14. Effective and articulate problem solver; Strong oral and written communication skills with experience in public speaking, meeting facilitation and presentations.
15. Develops policies and procedures designed to increase efficiency and effectiveness.
16. Reviews, analyzes and summarizes Department communications, procedural guidelines and related reports.
17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad general knowledge of such fields as accounting, marketing, business administration, finance, etc.; Equivalent to four years of college, plus 8 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions; Ability to deal with problems involving several known variables in situations of a routine nature;

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Bachelor's degree in Parks and Recreation Administration or related fields or course of study;

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

MBA/MPA, CPRP certification and supervisory management experience in the field of parks and recreation administration.

SOFTWARE SKILLS REQUIRED

Intermediate: Accounting, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Payroll Systems, Presentation/PowerPoint

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance; Reports to senior management of the organization.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Moderate mental demand; Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight; Activities covered by general organizational philosophy and objectives; Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined; Guidance by top executive officer or business owner.

SUPERVISORY RESPONSIBILITIES

Supervises the following departments: Recreation and Facilities, Park Maintenance

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the city and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the city; The total value for the above range from \$10,000,000 to \$25,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job; May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Moderately directed; Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

Very small; Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact; Job has a definite impact on the organization's end results; Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.);

WORKING CONDITIONS

Somewhat disagreeable working conditions; continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting;

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally working in extreme hot or cold conditions; the noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical; Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk; and frequently required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; occasionally required to sit, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Under the direction of the Director, the Deputy Director assists in the operational issues and the management and success of the department; Emphasizing a problem-solving orientation, effective communication, focus on continuous improvement and effective, efficient and accountable service to external and internal customers. The position assists in providing vision and leadership to the department, enhances integration and internal coordination between department work groups and help coordinate and responds to daily operational issues; the nature of this position sometime requires you to work nights, weekends and some holidays.